

FHWA requires that each local agency has one federal aid project reviewed by H&LP out of Olympia at completion. This is scheduled for once three years. The intent of this project management review (PMR) is to determine whether an agency has the ability to successfully manage the documentation requirements of a federal aid project from design through construction. This demonstrated ability results in an agency earning or maintaining CA status.

Attendees from H&LP will include:

- The PMR reviewer from HQ Local Programs
- Your Region H&LP Engineer
- Region Documentation Reviewer (sometimes the same as above)

Attendees from your agency would include:

- The individual that normally represents your agency with your Region Local Programs Engineer. Depending on your agency, this might be the Public Works Director, Construction Manager or similar position.
- The project manager who has a day to day connection with the project and is able to answer questions. (For some projects, this might be a consultant. If so, the individual they work with on a daily basis at the agency should also be there.)
- The inspector, if possible.

This is basically an open-book test. The forms used are in the LAG manual. The best preparation for the “test” is to fill out the forms completely yourself before the day of the review. By doing this, you are assured that each document exists and that you know where it is located. For larger projects, it may be helpful to use tabs to mark the documents so they can be quickly and easily found again.

The materials section is filled out by the reviewer. Be sure your documentation is complete and easy to locate.

Local Agency Documentation Review Checklist

Appendix 53.51

Agency: _____ Date: _____
 Project Title: _____
 Federal Aid Project No.: _____ Contract No.: _____
 Reviewers: _____

LAG Ref.

13 Table of Organization and CA Agreement Review:

<u>Action</u>	<u>Approving Authority</u>
Design Approval	_____
PS&E Approval	_____
Contract Award	_____
Contract Administration	_____

Preliminary Engineering:

43.1 Design Approved By: _____ Date: _____
 44.1 PS&E Approved By: _____ Date: _____
 44.22 Agency Supplied Materials Approved By: _____
 44.22 Sole Source Items? Yes _____ No _____
 21.1 Changes in Scope, Limits, Character, Cost? Yes _____ No _____
 44.22 Tied Bids Approved By: _____ Date: _____

Advertising and Award:

46.21 FHWA Construction Authorization Date: _____
 46.24 Advertising Dates: _____
 46.24 Three Week Advertising Period? Yes _____ No _____
 46.24 Affidavits of Publication in File? Yes _____ No _____
 46.25 Bid Opening Date: _____
 46.27 Award Date: _____
 46.26 Award to Lowest Bidder? Yes _____ No _____
 If Not, Explain: _____
 46.28 Contract Execution Date: _____
 46.28 Contract Award Amount: _____
 46.3 Award Information Transmitted to WSDOT? Yes _____ No _____
 52 First Working Day: _____ No. of Working Days: _____
 No. of Working Days Complete: _____
 52.2 Preconstruction Conference Minutes Review:
 Meeting held? Yes _____ No _____
 Meeting documented? Yes _____ No _____

44.1 Commitment File:

24.94 Environmental and Permit Conditions Met Yes _____ No _____
 ECS Approval date _____
 Six month updates Yes _____ No _____

**Construction and Post-Construction
Appendix 53.51 Local Agency Documentation Review Checklist**

LAG Ref. _____

25 Right-of-Way

Right-of-Way Acquired Yes _____ No _____
 Right-of-Way Acquisition Procedures Dated: _____
 Listing of Right-of-Way Staff Current Yes _____ No _____
 25.11 Project Right-of-Way Certification Dated: _____

52 Administrative Settlements

52.51 Were any claims settled by Administrative Settlement? Yes _____ No _____
 Were claims submitted to Local Programs Engineer? Yes _____ No _____

Comments: _____

52.1 Project Diaries and Inspector's Daily Reports Signed and Up to Date? Yes _____ No _____

52.4 Payrolls:

Wage Rates Included in Contract? Yes _____ No _____
 Certified by Contractor? Yes _____ No _____
 Checked and Initialed by Agency? Yes _____ No _____

27 EEO Compliance:

27.32 PR-1391 on File and PR 1392 sent to Region Local Programs? Yes _____ No _____

Comments: _____

Training:

Training Goal Set? Yes _____ No _____ Hours _____
 Training Plan Approved by Agency? Yes _____ No _____
 Training Goal Met? Yes _____ No _____ Hours _____

Comments: _____

26 DBE Compliance:

26.2 DBE Goal Set: _____ %
 26.2 DBE Condition of Award Amount: \$ _____
 26.2 How Was DBE Certification Verified Prior to Award? _____
 52.5 Change Orders Affects on DBEs: Yes _____ No _____
 52.5 Additional Work Provided to DBEs? Yes _____ No _____
 52.5 Any Changes to DBE Goals? Yes _____ No _____
 26.2 DBE goals approved by H&LP? Yes _____ No _____
 26.2 Quarterly Report of Amounts Credited as DBE Participation
 Sent to Region Local Programs Engineer? Yes _____ No _____

Contract Completion:

52.81 Completion Date: _____
 52.81 Completion Letter to Contractor transmitted to Local Programs: _____
 52.83 End of Project Materials Certification From Project Engineer to Approving Authority Date: _____

44 Traffic Control

44.22e TCP or K Plans Included in contract? Yes _____ No _____
 44.22e Detour included in contract? Yes _____ No _____
 44.22e If yes, agreements included in contract? Yes _____ No _____

31 Consultant Agreements

Agreement renewed prior to expiration date? Yes _____ No _____
 Fee Type? : _____
 Advertisements on file? Yes _____ No _____
 Selection Process on file? Yes _____ No _____

Construction and Post-Construction
Appendix 53.51 Local Agency Documentation Review Checklist

Construction Contract Administration: (Change Orders)					
CO#	Written App. Date	Major Items Involved	Cost Change +/-	W/D +/-	Agency Justified Independently
1					
2					
3					
4					
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27					
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29					
30					

Prime and Subcontractor Information											
	Name	Amount	Request to Sublet 421-012	DBE	Fed. Aid Certification 420-004	Statement of Intent to Pay Prev. Wages F700-029-000	Wage Rate Interview 424-003	DBE Review 272-051	Affidavit of Wages Paid F700-007-000	Monthly Employee Util. Rpt 820-010	Payroll
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
Total Amount Sublet \$			NOTES:								
% of Contract Sublet = (Maximum 70%)											

Local Agency Guidelines
March 2004

53-7

Construction and Post-Construction
Appendix 53.51 Local Agency Documentation Review Checklist

Materials Documentation Review - Aggregate Item

Agency _____ Federal Aid Number: _____

Project Title: _____

Reviewed by: _____ Date: _____

Bid Item _____ Material _____

Plan Quantity _____ Revised Quantity _____ Paid Quantity _____

Lag Exception Noted _____ Field Note Record _____

ROM Maintained	RAM #	Codes	Appr. Source-Pit #
----------------	-------	-------	--------------------

Preliminary Sample	Acceptance Test	Scale Certification
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Scaleman's Daily Rpt. _____ Certified Ticket _____ Max. Density Curve _____

Compaction Test	_____	Small Quantity	_____	Visual Inspection	_____
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Comments:

[illegible]

Acceptable	Deficiency As Noted

Materials Documentation Review - Asphalt Item

Agency _____ Federal Aid Number: _____

Project Title: _____

Reviewed by: _____ Date: _____

Bid Item _____ Material _____

Plan Quantity	Revised Quantity	Paid Quantity
Lag Exception Noted	Field Note Record	
ROM Maintained	RAM # _____ Codes	Appr. Source-Pit #/AC
Qualified Products List	Prelim. Samp.-Agg./AC	Accept. Test-Agg.
Accept. Test-AC	Appr. Mix Design #	Bill of Lading-AC
Scale Certification	Scaleman's Daily Rpt.	Certified Ticket
Lane/Shld. Breakout	Compaction Test	Small Quantity
Visual Inspection		

Comments:

Acceptable	Deficiency As Noted

Construction and Post-Construction
Appendix 53.51 Local Agency Documentation Review Checklist

Materials Documentation Review - Concrete Item

Agency _____ Federal Aid Number: _____

Project Title: _____

Reviewed by: _____ Date: _____

Bid Item _____ Material _____

Plan Quantity _____ Revised Quantity _____ Paid Quantity _____

Lag Exception Noted _____ Field Note Record _____

ROM Maintained _____ RAM # _____ Codes _____ Plant Certificate _____

Appr. Source-Pit #/PC	Appr. Source-Mfg. Item	Qualified Products List
-----------------------	------------------------	-------------------------

Prelim. Samp.-Agg./PC _____ Accept. Test-Agg. _____ Accept. Test.-Bag PC _____

Mill Test Rpt.# on Ticket-Bulk PC___ Appr. Mix Design # _____ Cert. of Material Origin _____

Certified Ticket _____ Cylinder/Beam Breaks _____ Conc. Pipe Acc. Rpt. _____

WSDOT Inspected _____ Small Quantity _____ Visual Inspection _____

Comments:

[illegible]

Acceptable	Deficiency As Noted

Materials Documentation Review - Metal Item

Agency _____ Federal Aid Number: _____

Project Title: _____

Reviewed by: _____ Date: _____

Bid Item _____ Material _____

Plan Quantity _____ Revised Quantity _____ Paid Quantity _____

Lag Exception Noted _____ Field Note Record _____

ROM Maintained	RAM #	Codes	Approved Source
----------------	-------	-------	-----------------

Qualified Product List	Mfg. Cert.	Cert. of Mat. Origin
------------------------	------------	----------------------

Shop Drawing _____ Test Report _____ Fabrication Approved _____

Sign Accept. Report _____ Bill of Lading _____ Approved for Shipment _____

Small Quantity _____ Visual Inspection _____

Comments:

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Acceptable	Deficiency As Noted
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Materials Documentation Review - Electrical Item

Agency _____ Federal Aid Number: _____

Project Title: _____

Reviewed by: _____ Date: _____

Bid Item _____ Material _____

Plan Quantity	Revised Quantity	Paid Quantity
Lag Exception Noted	Field Note Record	
ROM Maintained	RAM # Codes	Approved Source
Qualified Product List	Preliminary Sample	Acceptance Test
Mfg. Cert.	Cert. of Mat. Origin	Shop Drawing
App. for Shipment	Mill Test Report	Catalog Cut
Small Quantity	Visual Inspection	

Comments:

Acceptable_____ Deficiency As Noted_____

